

## Formal Location Transfer Request Letter

Dear [Manager Name],

I am writing to formally request a transfer from my current location at [Current Branch/Office] to [Desired Branch/Office], effective from [Preferred Date]. This request is based on [reason: personal/family/health/career growth].

I have thoroughly enjoyed my time at my current location and am committed to ensuring a smooth transition. I kindly request your consideration and approval for this transfer.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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